

Retention and Classification Report

Agency: Department of Corrections. State Prison (790)

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Records Officer Gina Proctor

19340	Annual budget records
05591	Case files
13938	Executions records
03784	Guard duty daily rosters
05119	Inmate payroll records
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02282	Payroll records and vouchers
13940	Personnel records
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00832	Publications

AGENCY: Department of Corrections. State Prison

SERIES: 19340

3

TITLE: Annual budget records

DATES: 1896-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records are used to assist in the preparation of the divisional budget and to justify budget requests to the department director.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 6, Item 5.

AUTHORIZED: 01/04/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Corrections. State Prison

SERIES: 19340

TITLE: Annual budget records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Corrections. State Prison

SERIES: 5591

1

TITLE: Case files

DATES: 1959-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Corrections. State Prison

SERIES: 13938

3

TITLE: Executions records

DATES: 1854-

ARRANGEMENT: none

DESCRIPTION:

These files provide a history of executions at the prison. The files may contain news clippings, administrative memos, execution minutes, name of inmate, date of execution and inmate correspondence .

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 13.

AUTHORIZED: 01/30/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

AGENCY: Department of Corrections. State Prison

SERIES: 13938

TITLE: Executions records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Corrections. State Prison

SERIES: 3784

3

TITLE: Guard duty daily rosters

DATES: 1972-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Documents guard assignments within the facilities. Includes daily post logs, shift captain's logs, vehicle logs, pass lists and communication logs.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 1.

AUTHORIZED: 01/30/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Corrections. State Prison

SERIES: 3784

TITLE: Guard duty daily rosters

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Department of Corrections. State Prison

SERIES: 5119

3

TITLE: Inmate payroll records

DATES: 1963-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Monthly reports giving inmate/resident number, name, pay rate, and job title. Also includes individual payment vouchers.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/2001

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Corrections. State Prison

SERIES: 5119

TITLE: Inmate payroll records

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Corrections. State Prison

SERIES: 5124

3

TITLE: Inmate time sheets

DATES: 1967-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Time records for computing payroll of inmates.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07/13/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Corrections. State Prison

SERIES: 22723

3

TITLE: Mountain Echo magazine

DATES: 1999-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This magazine is produced by inmates at the Utah State Prison. It contains articles, short stories, poetry, and puzzles composed by inmates from both the men's and women's facilities.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 06/22/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Publications which document agency history and functions have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Corrections. State Prison

SERIES: 2282

3

TITLE: Payroll records and vouchers

DATES: undated

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Corrections. State Prison

SERIES: 13940

3

TITLE: Personnel records

DATES: 1959-

ARRANGEMENT: alphabetical

ANNUAL ACCUMULATION:

DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. The file should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

RETENTION:

Retain 65 years after retirement or separation of employee.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 2.

AUTHORIZED: 01/21/2000

AGENCY: Department of Corrections. State Prison

SERIES: 13940

TITLE: Personnel records

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after retirement or separation of employee and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

Paper copy: Retain in Office until administrative need ends and then destroy.

Microfilm master: Retain in Archives for 65 years and then destroy.

Microfilm duplicate: Retain in Archives for 65 years and then destroy.

APPRAISAL:

Administrative

Records in this series have long-term administrative value to document employee service and eligibility for benefits. They may be destroyed according to the retention schedule.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (1)(e) (2008)

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Department of Corrections. State Prison

SERIES: 16982

3

TITLE: Prisoner received and released record book

DATES: 1889-

ARRANGEMENT: Chronological by date discharged.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These logs are used to record information when an inmate is first admitted to a facility. Information includes inmate's name, physical description, religion, education, birthplace, occupation, crime committed, sentence information, discharge date, and prison record. Beginning in 1889, a photograph of the inmate was included. Can also indicate discharge of inmate from prison.

RETENTION:

Retain 3 years after case becomes inactive.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 34.

AUTHORIZED: 03/22/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after case file becomes inactive and then transfer to State Records Center. Retain in State Records Center for 27 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with

AGENCY: Department of Corrections. State Prison

SERIES: 16982

TITLE: Prisoner received and released record book

(continued)

authority to weed.

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2)(d) (2008)

SECONDARY CLASSIFICATION(S):

Public. Name, crime committed, discharge date

AGENCY: Department of Corrections. State Prison

SERIES: 832

3

TITLE: Publications

DATES: 1957-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, prisoners, parole, pardons, facilities, and all other activities of the State Prison. This series consists primarily of isolated publications not part of a more specific series.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11/07/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Corrections. State Prison

SERIES: 832

TITLE: Publications

(continued)

APPRAISAL:

Historical

Publications which document agency history and functions have ongoing research value.

PRIMARY CLASSIFICATION:

Public